

Solicitation Number: 05-0001-23
**Command and Control and Combat Systems (C2&CS) Program Support Service for
the Office of Naval Research for the (Code 311)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 for Technical, Programmatic, and Engineering Support Services are due by 2:00 PM (local), Thursday, 17 March 2005.

1.0 Background

The Command and Control and Combat Systems (C2&CS) Program (ONR Code 311) and the Knowledge Superiority and Assurance Future Naval Capability (KSA FNC) of the Information, Electronics and Surveillance Science and Technology Department requires technical support services to assist in the lifecycle management of programs from research through transition to the acquisition community.

This ONR Program Office supports research in the sciences to develop concepts and technology that will enhance emerging warfighting capabilities; demonstrates and prototypes research in the area of information systems security research (focusing closely on new concepts for command and control and combat systems, application of information sciences to complex problems including command and control, multi-int data fusion, optimization, automated reasoning, integration of disparate information, and information assurance) to Naval warfighting doctrine, including Network Centric Warfare and FORCEnet. It is anticipated that the support requirements will primarily be met by approximately 2.1 Full Time Equivalents (FTEs) per year over a one-year period. This level of effort (LOE) will be used to support the development of C2&CS S&T and FORCEnet Enabling Capability (EC)/KSA FNC programs that address critical path challenges for priority naval transformation initiatives.

2.0 Statement of Work

2.1 Objective

This effort will provide technical and engineering support services to ONR supported programs. These include providing specific engineering, software engineering, system analysis, operational and acquisition technical assistance to support ONR S&T disciplines relevant to ONR Code 31. Support for the transition of programs from the FORCEnet/Knowledge Superiority Assurance (KSA) Future Naval Capability (FNC) which requires program management and technical support services to the Program Executive Office (PEO) for C4I & Space and Navigation and Technology Program is also requested. These services will support a variety of naval science and technology (S&T) needs, including project support, transition planning and execution, development of management tools, metrics development and verification, and supporting the Acquisition Community with system engineering, performance requirements, and transition planning. The contractor will provide the administrative process and support for annual review meetings and scheduled program reviews. Furthermore, the contractor will support the PEO C4I & Space strategic planning process for inserting new FORCEnet/KSA FNC technologies into PEO C4I & Space products, including creation and verification of PEO C4I & Space Acquisition Community requirements and roadmaps.

2.2 Scope

This effort will provide technical and engineering support services to ONR in the form of completing systems analyses, assisting in the collection of preparing budget exhibits (R2s), conducting assessments and analyses of applied research investments, and relate them to high priority capability gaps and other operational mission needs. The scope of the tasks to be provided include and are not limited to program management support including specific engineering, software engineering, systems analyses, operational and technical assistance to support S&T disciplines, programmatic analyses, developing requirements supporting program planning, program staff coordination with transition program managers and reviewing financial reports and conducting earned value management analyses. Assistance and support includes and is not limited to preparing and drafting analyses, presentations, budget exhibits (R2s), testimonies, speeches, and reports relative to the project and program management goals, objectives and results. The contractor is also required to provide (a) automated on-line scoring of the panel members at annual reviews and scheduled program meetings, (b) the collation of presentation materials submitted by all Principal Investigators, (c) the production of electronic copies of information presented at the meeting and (d) preparing summaries of all issues as requested by the Program Officer in addition to preparing summaries of all issues. The persons identified to work on this task must possess a SECRET clearance and be able to review classified material and attend classified discussions.

2.3 Technical Tasks/Requirements

Technical Support will be provided on an as-needed basis and may include some or all of the following tasks:

2.3.1 The contractor shall assist with C2&CS Requirements Analysis by identifying potential strategic issues resulting from any mandates and external trends, focusing especially on FORCEnet. This includes providing liaison with DON Warfare Area sponsors (OPNAV) and war-fighting centers of excellence (such as the Naval Warfare Development Center, the Naval Strike and Air Warfare Center, and the Marine Corps Combat Development Center, and system development and acquisition leaders). This also includes reviewing feedback from key fleet exercises, battle experiments and demonstrations to develop operational data to apply to identifying key performance shortfalls requiring new S&T objectives to be included in the Command and Control and Combat Systems Program.

2.3.2 The contractor shall assist the ONR Code 311 program manager with development and issuance of program guidance for planning and managing projects and assists in project reviews. This includes, but is not limited to, assisting in the development, preparation, and coordination of capability and technology roadmaps, as well as solicitations; planning and coordinating investment presentations with appropriate naval staffs and industry representatives; supporting investment evaluations and assessments; and preparing summary presentations.

2.3.3 The contractor shall support the ONR Code 311 program manager assist in the development of enabling capabilities and their associated programs. Specifically, expertise is required in defining fleet deficiencies through knowledge of naval operational concepts and current warfighting capabilities. The contractor shall coordinate with ONR staff and systems commands to define the supporting programs to include definition of operational concept, technical challenges, linkage with current enabling technology programs, deliverables, metrics, transition opportunities, and product funding lines.

2.3.4 The contractor shall support the development of program taxonomies as they pertain to ONR Code 311. Specifically, expertise is required in formulating the C2 and CS response to program direction and to conduct research to identify programs that meet new domain criteria for internal tracking. In addition, the contractor shall identify and categorize current investments in other critical interest areas and to uncover potentially high impact technology areas and prepare a taxonomy of the key thrust areas. In support of this effort, the contractor shall coordinate with ONR and Naval Research Laboratory (NRL) staffs, Defense Advanced Research Projects Agency (DARPA), and other Services to ensure the appropriate investments are included in the domain.

2.3.5 The contractor shall provide assistance to the Code 311 program manager in support of technology program planning and investment prioritization processes. The contractor shall support Code 311 ensuring that ONR's goals to provide the Navy with the high payoff technologies and systems address identified capability shortfalls and enable new operational capabilities and tactics.

2.3.6 The contractor shall provide programmatic assistance in the area of Department of Defense (DoD) acquisition processes. Specifically, expertise is required to monitor milestone progress of joint programs with naval sponsorship. The contractor shall collaborate with joint program offices for each acquisition milestone to ensure each Technology Readiness Assessment (TRA) is completed and appropriate documentation is submitted. In addition, the contractor shall organize and manage each TRA, assist in the writing of the subsequent milestone documents, and provide supporting naval correspondence for DoD approval.

2.3.7 The contractor will assist with econometric benefit analyses as necessary for C2&CS S&T options under consideration. These analyses should address the broad macro themes relevant to proposed naval Discovery and Invention (D&I) programs.

2.3.8 The contractor shall provide the technical and analytic support necessary to develop, evaluate, and promote C2&CS investment strategies. This task will consider the potential of alternative competing S&T options that address the same technical requirement and develop the preferred investment approach based on a combination of technical and programmatic considerations. The strategy that emerges must clearly identify a recommended ONR S&T program and provide the supporting rationale. The recommended strategy as well as the alternatives considered and sensitivity analyses will be documented in both viewgraph and technical report format. The results of this task must be defensible both inside and outside the Navy and lead to funded research.

2.3.9 The contractor shall provide project management analysis, including technology assessments, analysis for strategic planning process design, requirements analysis, and information collection and analysis to enable project transition to the acquisition community. The contractor will coordinate with PEO C4I and Space to develop and manage transition agreements between the S&T community and PEO C4I and Space Program Managers. Transition agreements will include specific exit criteria and basic interface/interoperability requirements. The contractor will: provide FORCEnet/KSA FNC-relevant information to PEO C4I and Space PMs/Working Groups to facilitate/support development of POM issue papers and support technology transition and insertion planning; develop transition/insertion roadmaps and documentation, as appropriate, to ensure realistic transition timelines and critical insertion points are identified; and coordinate among SYSCOMS to resolve interoperability and integration issues where multiple technology transitions are involved or where a single transition is planned to multiple Systems Commands (SYSCOMS). The

contractor will provide support to PMs/Working Groups in evaluating progress of technology execution in order to verify compliance with transition exit criteria and other interoperability issues; participate in IPTs, planning and technology-related execution meetings/reviews, as appropriate, to fulfill support responsibilities; and provide general transition support to PEO C4I and Space in support of the FORCEnet/KSA FNC S&T Lead to support data calls.

2.3.10 The contractor shall support development the FORCEnet/KSA FNC roadmaps and documentation for development, demonstration, and transition for incorporation in the PEO C4I and Space strategic planning process. FORCEnet/KSA FNC Program information, including demonstrations for each of the S&T community's technology programs, will be validated to particular PEO C4I & Space programs. FORCEnet/KSA FNC program information will be researched and designed to develop specific products required by the FORCEnet/KSA FNC acquisition teams (e.g., program plans, trade-off analyses, and POM development) and permit immediate verification in response to new data. The program information collected will be particularly focused on the technology program, demonstration timelines, transition to particular PEO C4I & Space programs, and will help to identify program components such as program risk and metrics.

2.3.11 The contractor shall assist with the annual program review meeting of the ONR Navigation and Technology Program, including the administrative process of the annual program review meeting, the production of electronic copies of information presented at the meeting, and other meetings as required by the Program Officer.

2.4 Reports Data and Other Deliverables

In support of this statement of work the contractor is required to provide the following:

2.4.1 Monthly Progress and Management Report(s) are required. Contractor format is acceptable and the report as a minimum must be inclusive to identify the work initiated, in progress, and tasks completed and by whom in addition to the hours associated by the person performing the task. All travel performed on this support task must be reported in the monthly progress reports.

2.4.2 Presentation Materials. The contractor shall provide presentation materials, as required by the Program Manager, in a format mutually agreed upon between the government and the contractor.

2.4.3 Other Reports. The contractor shall provide other reports, memoranda, and papers, as required by the Program Manager, in a format mutually agreed upon between government and contractor.

2.4.4 Office Documents. The contractor shall provide office documents, for internal programmatic use that support program management administration.

2.4.5 Annual Summary Report(s). The contractor shall prepare an annual summary report summarizing the work on an annual basis that was performed. This report is due in early October of each year and summarizes the work that was performed during the previous fiscal year and includes ongoing support tasks for the option years. Contractor format is acceptable.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks.

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Program Manager or Equivalent. A Masters in a Science, Technology or Business Program from an accredited college or university and a minimum of three (3) years of management experience in S&T program management, including preparation of program guidance, program financial reviews, Congressional interest items, as well as program management experience in a US Navy, other DOD, or Federal government-related environment. The candidate shall have substantial knowledge of current FORCENet/KSA FNC projects and S&T initiatives within the PEO C4I and Space. The candidate shall have experience in coordination across Navy and Marine Corps warfare areas. In depth knowledge of the OPNAV staff and FORCENet is desired. The candidate shall have the ability to work with senior acquisition professionals to garner greater interest and awareness of S&T priorities. The candidate shall have the ability to develop and execute complex technical tasks, to apply analytical problem solving methodologies, to provide technical direction to support staff, to interface with Government and prime contractor personnel, and to effectively allocate resources. The candidate shall have the experience in translating operational requirements into system technology solutions and assessment of current investment for applicability leading the development of suitable presentation materials and reporting/tracking documents, and developing/maintaining knowledge management processes. The candidate shall have demonstrated experience in the integration, demonstration, and transition of S&T programs.

3.1.3 Program Analyst I or Equivalent. A Bachelors degree from an accredited college or university and specific experience in a Science and Technology program. Four (4) years experience in military program management may be substituted for a college degree. The candidate shall have knowledge and skill in applying analytical techniques to identify, consider, and resolve issues or problems of a procedural nature to ensure programs achieve there goals. The candidate shall have knowledge and skill on the usage of various qualitative or quantitative techniques. The candidate shall have the ability to do technical writing to communicate program goals and objectives to a variety of stakeholders and customers.

3.1.4 Software Engineer or Equivalent. A Bachelors degree in Computer Science or related discipline and have relevant work experience in a scientific environment and at least five (5) years of experience in a position where the candidate demonstrated his/her abilities in applying principles of computer science software development, code writing, and software analyses. The candidate should have expertise in web-based tools and database management. This candidate must be able to establish a local area network of personal computers/laptops configured for a meeting to allow for the capture of comments and scoring of presentations in an electronic format and permit the computation of basic statistical scores including cluster analyses, standard deviations, etc. The candidate should have excellent web based/HTML software development skills. The candidate should have demonstrated competence in creating web portals, publish/subscribe services and establishing networks of collaborative computers capturing user's scores, rankings and

comments. Previous experience in establishing an automated on line program review capability similar to that which is described above is required.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a twelve (12) month base period and four (4) twelve month option periods have been defined.

3.2.2 Base Period. The base period of performance shall be from the date of Order through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 2.2 man-years at an average rate of approximately 368 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Manager	3,000
Program Analyst I	1,200
Software Engineer	210
Total	4,410

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.3 Option Years. The period of performance for each Option Year shall be from the effective date of option exercise through twelve (12) months thereafter. The level of effort anticipated for each option period is approximately 2.2 man-years at an average rate of approximately 368 hours per month. A summary of the labor categories and the total anticipated annual hours for each option year is provided below.

Labor Category	Hours Per Year
Program Manager	3,000
Program Analyst I	1,200
Software Engineer	210
Total	4,410

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance. The period of performance for the base period shall be from the date of Order through twelve (12) months thereafter. If exercised, the period of performance for each Option Year shall be from the effective date of option exercise through twelve (12) months thereafter.

4.3 Other Direct Costs (ODCs). ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel and ODC amount is not to exceed (NTE) \$40,000.00 per year, including G&A.

4.3.1 Travel and Per Diem. Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. The Government estimate for travel/ODC is \$20,000.00 per year, including G&A.

4.3.2 Other Direct Costs (Other than Travel and Per Diem). ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3. The contractor will be required to create CDs for program reviews which should not exceed 200 copies. The Government estimate for other direct costs (other than travel and per diem) is \$20,000.00 per year, including G&A.

4.4 Place of Performance. Work will normally be performed at the Contractor's facilities. However, the contractor maybe required to perform some work at the Government's facility or reserved conference facility as dictated by the task.

4.5 Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services. The facilities required to perform the tasks outlined in the Statement of Work will be at the contractor's place of business. However, there maybe occasions where the contractor maybe required to work at the Government's facility. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information. All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation. All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment. With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>."

4.6 Subcontracts/Consultants. Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

(a) The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) The contractor agrees that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under Command and Control and Combat Systems (C2&CS) Program Support Service for the Office of Naval Research for the (Code 311) research programs.

5.0 Proposal Requirements

5.1 Proposal Format. The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal. The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (fringe, overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any to be applied to Travel/ODCs.

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents. Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission. The due date for submission of proposals for this solicitation is 2:00 PM (local time) on Thursday, 17 March 2005. Proposals can be sent by regular mail or hand delivered. **NO E-MAIL OR FAX PROPOSALS WILL BE ACCEPTED.** Provide for the original and two copies to arrive by the above deadline at the following address:

Office of Naval Research
Attention: Ms. Toni Cristinzio – Room 720
800 North Quincy Street, Code 0251
Arlington, VA 22217-5660
Ref: 05-0001-23

6.0 Evaluation Information

6.1 Evaluation Criteria. A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

(5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factor 2 is more important than Technical Factor 3. Technical Factor 3 is more important than Technical Factor 4.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award. The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before Friday, 25 March 2005. The anticipated start date for this order will be on or about Friday, 25 March 2005.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments. Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Point of Contact. The Point of Contact for this solicitation is Ms. Toni Cristinzio and she can be reached by e-mail at cristit@onr.navy.mil or telephone (703) 696-8448. The secondary point of contact is the Contracting Officer, Vera M. Carroll, and she can be reached by e-mail at carrolv@onr.navy.mil or telephone (703) 696-2610.

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees,
both in his personal capacity and as an employee of _____
as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.

- vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____